



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

March 1, 2005

EXECUTIVE SECRETARY I **(\$2822 - \$3431 per month)**

The Secretary or Executive Secretary I position is responsible for providing administrative and secretarial assistance to the Chief of the Land Management Division as follows:

DUTIES AND RESPONSIBILITIES

- Provide secretarial assistance to the Chief of Land Management, which includes screening and prioritizing correspondence and phone calls from the public, the legislature, private businesses, and numerous state, federal and local agencies, and referring to appropriate staff for response; following up to assure compliance with necessary deadlines; maintaining the Division Chief's calendar arranging meetings using the network computer scheduler; researching and compiling background information regarding Division projects and review information from staff for consistency with Division policy and format; making travel arrangements and preparing travel expense claims; attending and recording Division senior staff meetings; maintaining Division management files.
- Perform general clerical duties: Receptionist, distribute mail, filing and copying of documents, typing and occasionally preparing correspondence in response to general inquiries and respond to internal requests for workload, process or reference information, and utilize the agency network Lease Application Data Base System.
- Maintain Land Management Division Library, which serves as a collection point for reference materials useful to Division staff.
- Monitor contracts, allocated funds and reimbursable accounts, which include monitoring expenditures, allocations, and reimbursement time and costs, etc, and maintain the Division petty cash fund.
- Function as lead person for two geographical team clerical staff, establish and identify current procedures regarding the calendar process and other Division requirements.
- Order office supplies, furniture and equipment, and maintain Division equipment inventory.

DESIRABLE QUALIFICATIONS:

- Excellent organizational skills;
- Loyalty and discretion;
- Ability to work in a multi-disciplinary team environment;
- Excellent communication skills;
- Ability to work independently and exercise confidentiality and good judgment;
- Ability to establish and maintain a professional working relationship with a variety of personalities in a number of diverse situations;
- Familiarity with Microsoft Word, Excel, Access, GroupWise 5.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Free Parking – close to Light Rail – on bus lines

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Attention: Beverly Terry/Personnel
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
(916) 574-2503
FAX: (916) 574-1915

FINAL FILING DATE: OPEN UNTIL FILLED**WHO MAY APPLY:**

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility

Non-State employees who have already taken an examination for this job. classification and have established employment list eligibility.

Application will be screened and only the most qualified candidates will be scheduled for an interview.